



## THE COUNTY OF KAUA'I

DEREK S. K. KAWAKAMI, MAYOR

MICHAEL A. DAHILIG, MANAGING DIRECTOR

### News Release

For Immediate Release: October 6, 2020

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DEPARTMENT OF PLANNING  
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### **Update: Planning Department's front counter remains closed until Oct. 19; services available remotely by appointment**

LĪHU'E – The Planning Department's front counter at the Kapule Building in the Līhu'e Civic Center will remain closed until Oct. 19, while the area undergoes continued construction. During this period, services will be held remotely and by appointment only.

During the closure, the public is advised of the Planning Department's Standard Operating Procedures (SOPs) which have been temporarily amended as follows.

1. All applicants and members of the public must contact the department at [planningdepartment@kauai.gov](mailto:planningdepartment@kauai.gov) or at 241-4050 to submit any zoning inquiries, including but not limited to zoning permit submittals, zoning determination requests, and zoning violation complaints. A representative from the department will return any phone or email message Monday through Thursday within 24 hours of receipt.
2. All payments to the Planning Department, including but not limited to zoning applications, enforcement actions, and permit fees shall be:
  - Mailed to Planning Department, Kapule Building, 4444 Rice Street, Suite A473, Līhu'e, Hawai'i, 96766; or
  - Submitted through the mail slot located outside of the Real Property Tax Assessment Office, on the right-hand side of the Kapule Building.



Any payments that are submitted to the Planning Department shall be in an envelope clearly marked "Planning Department," and it shall have the respective zoning application number and/or Tax Map Key.

3. All remote appointments must be made at least 24 hours in advance by visiting the Planning Department's appointment system at <https://planningdepartment.setmore.com>.

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